

WEEKLY WAGE AND HOUR REPORT

Student _____

Type of Work/Job Title _____

Training Station _____ Supervisor _____

Hourly Wage _____ Bonuses/Tips _____

Directions: Put date in upper left-hand corner. Indicate presence in class at school in upper right corner. Show hours worked and total (see example). Below each day, identify key responsibilities. Write comments in spaces provided. Verify the hours and pay by signing the appropriate signature block. Show hours scheduled to work in following week in spaces provided.

Example:

2/23 ✓

1:00-4:30

3.5 hours

SUN	MON	TUES	WED	THUR	FRI	SAT	HOURS	GROSS PAY
Hours for Next Week								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

COMMENTS

Student: _____

Supervisor: _____

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Date: _____

NON-DISCRIMINATION POLICY: The _____ School System does not discriminate against any person on the basis of race,color, religion, sex, national origin, educational or employment programs or activities.